ADMINISTRATIVE - INTERNAL USE ONLY

1 9 SEP 1988

MEMORANDUM FOR: All OIT Group and Staff Chiefs

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Limited Recruitment of Critical Category Employees

1. The Office of Information Technology has been granted approval by the DDA to hire new careerists on a limited basis. This approval applies only to employees who fall into three specific occupational categories. These categories are computer operators (to include tape librarians), registry clerks (information control assistants) and secretaries. OIT is permitted to hire seven (7) computer operators, five (5) registry clerks and two/three (2/3) secretaries per month during the first quarter of FY-89. These employees may be either new hires or Agency careerists from another office. To ensure that the established quotas are not exceeded, OIT/Personnel will strictly monitor the hiring of all new careerists.

2. Therefore, Agency-wide vacancy notices may again be issued to recruit new careerists into these occupational categories. The notices should be forwarded to OIT/Personnel for review and publication. Supervisors may interview any qualified applicants but a formal job offer can only be made by OIT/Personnel. Supervisors should advise OIT/Personnel via the appropriate Group Chief and Occupational Panel Chairperson of the results of all interviews.

3. New EOD registry clerk allocations will be determined by the MZI Panel Chairperson in coordination with OIT/Personnel and the Customer Service Group.

4. New EOD secretarial allocations will be determined by the Chairman of the Career Service Board.

5. New EOD Computer Operator allocations will be determined by the MZO Panel Chairperson in coordination with the group to which the employee will be assigned.

6. Any questions pertaining to this limited hiring policy should be
STAT   addressed to [   ] C/OIT/PERS, on [   ]

Edward J. Maloney

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STAT   C/MG/PERS,[   ]   (13 Sep 1988)

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